JOB DESCRIPTION

Job Title: Multi Skilled Trader/Carpenter.

Responsible to: Maintenance Manager.

Role: The post is based around carpentry skills which can be applied in many formats, whilst working as part of a multi skilled team to provide high quality maintenance and refurbishment of College Properties, ensuring a high level of customer service is maintained in all work carried out.

Main Duties:

- Fit and install doors, locks and ironmongery.
- Undertake basic carpentry tasks such as fitting kitchen units and worktops, build and finish stud wall partitions, fit and install shower paneling, and installing drywall sheets.
- Work as part of a team to complete small scale alterations to College properties, ideally including brick laying and basic plastering.
- Carry out general manual handling tasks, including moving sheet and sacked materials and bulk timber.
- Work with the Maintenance Management Team to ensure effective and timely completion of tasks.
- Undertake and assist in any other tasks as instructed by the Maintenance Manager within the overall function, commensurate with the grading and level of the job.
- Undertake training as required to perform duties within the role, including health and safety courses.

Tasks will be varied and depend on operational requirements and the successful candidate’s skills and previous knowledge. Duties may change over time due to organisational need and the post holder will be expected to co-operate where such changes are reasonable.

Health and Safety Considerations:

Members of the Maintenance Department are required at all times to:

- Follow health and safety procedures of the College and those specific to the Maintenance Department.
- Ensure that all tools used are cleaned and put away in the correct and safe place. Tools must not be left around College properties.
- Wear appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Maintenance Manager.
- Report any potential hazards around the College to the Maintenance Manager.
- Report any faulty PPE to the Maintenance Manager.
Structure of the Maintenance Department:

Operations Manager

Maintenance Manager (Head of Department)

Works Foreman/Carpenter

Maintenance Office Manager

Painters

Plumber

Senior Handyman

Electrician

Multi-Skilled Trader/Carpenter

Handyman